

PRESS CORPORATION PLC

VACANCY

DRIVER

Press Corporation Plc (PCL) urgently invites applications from suitably qualified candidates to fill the vacant position of **Driver** tenable at its Corporate Office in Blantyre.

PCL is looking for a dynamic, young, mature and reliable person to work in a very busy environment. He or she must have a proven track record of hard work, honesty and integrity with a tenacious desire for professionalism. He or she must willing to work at short notice and outside normal working hours.

Duties and Responsibilities

- Driving company vehicles on official errands as directed;
- Attending to routine vehicle problems and carrying out minor maintenance;
- Reporting to the Police and appropriate authorities in the event of any accidents;
- Accurately recording trip details in the log books;
- Ensuring efficient fuel usage; safety and cleanliness of pool vehicles;

- Carrying out consistent review of engine oil and general vehicle checkup;
- Attending to vehicles, insurance and COF registrations and updates;
- Carrying out any such instructions as may be given from time to time.

Qualifications and Experience

- Must have a Malawi School Certificate of Education (MSCE) plus 5 years experience in driving senior members of staff;
- Valid driving licence. Those holding a passenger category (PSV) driving licence and Defensive Driving Certificate will have an added advantage;
- Fluency in oral and written English.

Interested individuals who meet the above criteria should send their applications together with a detailed Curriculum Vitae indicating the names and addresses of **three traceable referees** by email only to

careers@presscorp.com

Closing date for receipt of applications is Tuesday, **22nd December 2020**.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Press Corporation Plc invites applications from suitably qualified and experienced candidates to fill this vacant position.

Press Corporation Plc invites applications from suitably qualified and experienced persons to fill the soon to be vacant position of **Legal and Administration Manager** tenable at its Corporate Head Office in Blantyre.

Reporting to the Group Administration Executive and General Counsel, the successful candidate will play a critical role in assisting the General Counsel in managing the legal, administration, and HR functions